

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-15

Date: August 16, 2001
Expiration Date: 12/31/01
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REVISIONS AND CLOSEOUT REPORTING FOR QUARTER ENDING
JUNE 30, 2001

The purpose of this information bulletin is to provide Local Workforce Investment Areas (LWIA), Community Based Organizations (CBOs), and subgrantees with instructions for reporting any revisions to the June 30, 2001, financial reports and for the filing of closeout packages.

All LWIAs, CBOs, and subgrantees with funding that ended on or before June 30, 2001, must fully account for the funds provided. The Local Areas that transitioned Program Year (PY) 1998 Job Training Partnership Act (JTPA) funds to the Workforce Investment Act (WIA) need to refer to Information Bulletin WIAB00-8, dated May 3, 2001.

A subgrant is defined as a vehicle by which funding is distributed to each LWIA, CBO, or subgrantee. Each funding source is tracked separately as a line item within the subgrant. The line item has a unique grant code and operational date and should be closed once the term of the funds expired or were fully expended. For purposes of clarity, the term "Master Closeout" will be referenced to identify those grant codes, which warrant the closure of all line items within the subgrant.

The LWIAs, CBOs, and subgrantees with access to the Job Training Automation (JTA) system must electronically transmit any revised 4th quarter data and closeout reports by August 20, 2001, for the June 30, 2001 report period. To provide the requested information use the "Enter WIA Summary of Expenditures" (EXPD) screen for expenditure data. Enter the letter "Y" (Yes) in the final report area for a line item that has reached term end date and is not part of a master closeout package. Enter the letter "C" (Closeout) in the final report area if this is part of a master closeout package that will be submitted. After August 20, 2001, the JTA system will NOT accept any data entries. The hard copy to substantiate the closeout entries must be received by the Financial Management Unit (FMU) not later than August 30, 2001. Please allow adequate time for mailing and processing of your documents.

Those LWIAs, CBOs, and subgrantees without JTA electronic access must mail any revised 4th quarter data and closeout packages to ensure delivery by August 20, 2001. To provide the requested information use the WIA Summary of Expenditures report form for each item closed out. Enter the letter "Y" (Yes) in Line I.6 of the form to

indicate a line item has reached term end date and is not part of a master closeout package. Enter the letter "C" (Closeout) in the final report area if this is part of a master closeout package that will be submitted. Please allow adequate time for mailing and processing of your documents.

A "Master Closeout," or a complete closeout of the subgrant is required for the following grant codes:

- Transition JTPA Title III to WIA Title I - GC 556
- WIA Title I 15% Special Project - GC 614

A "line item" closeout is required for the following grant codes:

- Federal Veterans Program - GC 377, 378
- WIA PY 1998 Incentive - GC 111
- WIA PY 1998 Adult formula - GC 221
- WIA PY 1998 Youth Formula - GC 271
- Americans with Disabilities Act (One- Stop Funding) - GC 406
- Transition JTPA Title III to WIA Title I - GC 557, 558, 572, 573
- WIA Title I 15% Dislocated SP - GC 604
- WIA Dislocated Agricultural Workers - GC 606
- National Reserve Account - GC 724, 728, 729
- CTI Welfare to Work (WtW) Match for WIA - GC 798 (This applies only for those awardees with WtW funds ending June 30, 2001.)
- O'Net Cassio (Yolo County) - GC 799

Closeout packages consist of:

Master Subgrant Closeout - (All items within the subgrant have terminated).

- Two signed Closeout Status of Cash Reports (Attachment 1)
- Two printed copies of the Print WIA Summary of Expenditures (PXPDP) report, each with an original signature.
- One signed Contract Closeout Tax Certification (Attachment 2)
- One signed Subrecipient Release (Attachment 3)
- One signed Subrecipient's Assignment of Refunds, Rebates and Credits (Attachment 4).

Line Item Closeouts -

- Two signed Closeout Status of Cash Reports (Attachment 1)
- Two printed copies of the Print WIA Summary of Expenditures (PXPDP) report, each with an original signature.

The WIA closeout documents are available as “*Attachments*” to this bulletin. Closeout packages are to be mailed to:

Martha Overman
Financial Management Unit, MIC 69
Workforce Investment Division
P.O. Box 826880
Sacramento, CA 94280-0001

If you have any questions on closeout procedures, please contact Martha Overman at (916) 657-2744, or David Simpson at (916) 654-9819 (both of the Financial Management Unit), or contact your Program Manager or Regional Advisor. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BILL BURKE
Chief

Attachments are available on the Internet:

1. [WIA Closeout Status of Cash Form](#) (MS Word)
2. [WIA Contract Closeout Tax Certification Form](#) (MS Word)
3. [WIA Subrecipient Release Form](#) (MS Word)
4. [WIA Subrecipient's Assignment of Refunds, Rebates and Credits Form](#) (MS Word)